

Town of Westford

Annual Town Meeting Timeline

Saturday, April 2, 2016

Continuing to Monday, April 4, 2016, if needed

Mon. Aug. 31, 2015	Budget requests due
Tues. Sept. 8, 2015	12:00 noon: Petition articles for Special Town Meeting due
<i>Mon. Oct. 12, 2015</i>	<i>Columbus Day observed</i>
Mon. Oct. 19, 2015	Special Town Meeting
Fri. Nov. 6, 2015	Capital Planning Committee Recommendations
Tues. Nov. 10, 2015	Town Manager presents FY17 Budget to Selectmen and Finance Committee
<i>Wed. Nov. 11, 2015</i>	<i>Veterans Day</i>
Thurs. Nov. 19, 2015	7:00pm: Joint budget hearing (BOS/FinCom)
<i>Thurs. Nov. 26, 2015</i>	<i>Thanksgiving</i>
Thurs. Dec. 3, 2015	7:00pm: Joint budget hearing (BOS/FinCom)
<i>Sun. Dec. 6, 2015</i>	<i>Hanukkah begins at sundown.</i>
Tues. Dec. 8, 2015	Selectmen vote to open FY16 Annual Town Meeting Warrant
Thurs. Dec. 10, 2015	7:00pm: Joint budget hearing (BOS/FinCom)
Thurs. Dec. 17, 2015	7:00pm: Joint budget hearing (BOS/FinCom)
<i>Fri. Dec. 25, 2015</i>	<i>Christmas Day</i>
<i>Sat. Dec. 26, 2015</i>	<i>Kwanzaa begins</i>
Thurs. Dec. 31, 2015	Deadline for submittal of all street acceptance application materials to Planning Office (at least

90 days prior to Town Meeting) in accordance with Westford Subdivision Rules & Regulations, Sec. 218-29.A.

Fri. Jan. 1, 2016

New Year's Day

Thurs. Jan. 7, 2016

7:00pm: Joint budget hearing (BOS/FinCom)

Tues. Jan. 12, 2016

Board of Selectmen vote their intention to lay out a town way, refer the matter to the Planning Board for a non-binding recommendation. The Planning Board has 45 days after such reference in which to make its report, if any (per MGL Ch. 41, Sec. 81G & 81I).

Wed. Jan. 13, 2016

10:00am: Non-petition articles due to the Town Manager's Office.

Thurs. Jan. 14, 2016

7:00pm: Joint budget hearing (BOS/FinCom)

Fri. Jan. 15, 2016

4:00pm: CPC applications are due in the Accounting Office at Town Hall.

Mon. Jan. 18, 2016

Martin Luther King Day

Thurs. Jan. 21, 2016

7:00pm: Joint budget hearing (BOS/FinCom)

Tues. Jan. 26, 2016

10:00am: Deadline for **petition articles** to be submitted to the Town Clerk's Office for certification of signatures.

BOS votes to close the Annual Town Meeting Warrant closes (per Town Bylaw Ch. 51.1.D.).

Thurs. Jan. 28, 2016

7:00pm: Joint budget hearing (BOS/FinCom), if needed.

Tues. Feb. 9, 2016

Selectmen sign Presidential Primary warrant.

Selectmen set order of warrant articles.

Wed. Feb. 10, 2016

8:00pm: Voter registration and party enrollment change deadline for Presidential Primary.

Thur. Feb. 11, 2016	First public hearing notice for Planning Board appears in the Eagle.
Mon. Feb. 15, 2016	<i>Presidents Day</i>
Wed. Feb. 17, 2016	Department Head mtg
Thur. Feb. 18, 2016	Second public hearing notice for Planning Board appears in the Eagle.
Mon. Feb. 22, 2016	Notice of Selectmen's street acceptance public hearing mailed to land owners.
Tues. Feb. 23, 2016	Selectmen sign ATM warrant. (deadline to post warrant is March 18 th) – <i>FinCom book deadline is March 1st.</i>
	Deadline to post Presidential Primary warrant.
Tues. March 1, 2016	Presidential Primary
	Deadline for material to be included in FinCom book
Mon. March 7, 2016	Planning Bd opens public hearings on zoning-related articles.
Tues. March 8, 2016	Selectmen open street acceptance and layout public hearing.
	Selectmen review motions.
Wed. March 9, 2016	Motions Meeting
Fri. March 11, 2016	8:00pm: Voter registration deadline for Annual Town Meeting.
	Finance Committee report is sent to printer.
Tues. March 15, 2016	5:00pm: Deadline to submit nomination papers for the May 3 Town Election to the Town Clerk's Office for certification (7 weeks prior to election).

Fri. March 18, 2016

Deadline to post Annual Town Meeting Warrant in Town Hall, post offices and the library and on the web.

Deadline to file approved street layout plan with the Town Clerk (*at least 14 days prior to Town Meeting per General Bylaws Ch. 51*).

All reports & records to be voted on at town meeting to be available to the voters. (Bylaw Chapter 51.1.E)

Mon. March 21, 2016

Planning Bd continues public hearings on zoning-related articles.

Deadline for mailing Finance Committee report to voters (Bylaw Chapter 51.1.C.2 "at least 10 days before the meeting").

Tues. March 22, 2016

Selectmen discuss wording and vote on any proposed ballot question(s).

Fri. March 25, 2016

Good Friday

Sun. March 27, 2016

Easter Sunday

Tues. March 29, 2016

4:00pm: Deadline for Selectmen to submit written notice of ballot question(s) to Town Clerk (MGL Ch.54:42C – at least 35 days prior to election).

Sat. April 2, 2016

10:00am: Annual Town Meeting begins in Abbot School gymnasium.

Mon. April 4, 2016

7:00pm: Annual Town Meeting continues in Abbot School gymnasium, if needed.

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Tues. April 12, 2016

Selectmen sign annual town election warrant.

Wed. April 13, 2016

8:00pm: Voter registration and party enrollment change deadline for Annual Town Election.

Mon, April 18, 2016

Patriots Day holiday

Fri. April 22, 2016

Passover begins at sundown

Mon. April 26, 2016	Deadline to post annual town election warrant.
Tues. May 3, 2016	Annual Town Election